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## Appendix C

IEC Statutes and Rules of Procedure  
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(29 pages)



Commission Electrotechnique Internationale  
International Electrotechnical Commission  
Международная Электротехническая Комиссия

# STATUTES AND RULES OF PROCEDURE

(2001 edition, incorporating amendments approved by Council on 2004-01-02)

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International Electrotechnical Commission, 3, rue de Varembé, PO Box 131, 1211 Geneva 20, Switzerland  
Telephone: +41 22 919 02 11 • Telefax: +41 22 919 03 00 • E-mail: [inmail@iec.ch](mailto:inmail@iec.ch) • Web: [www.iec.ch](http://www.iec.ch)

# IEC STATUTES AND RULES OF PROCEDURE

(2001 edition, as amended on 2004-01-02, endorsed by the National Committees)

INCORPORATES ALL AMENDMENTS APPROVED BY COUNCIL SINCE THE 2000 EDITION WAS ISSUED

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## STATUTES

## RULES OF PROCEDURE

### PREAMBLE

The International Electrotechnical Commission is an organization which was formed as a result of the Resolution \*) of the Chamber of Government Delegates at the International Electrical Congress of St. Louis (U.S.A.), in September 1904.

The first Statutes, drawn up at the Preliminary Meeting held in London in 1906, were adopted in 1908. Revised Statutes and Rules of Procedure were adopted in 1949, in 1963, in 1974, in 1991, in 1993, in 1997 and in 2000. The present Statutes and Rules of Procedure replace those of 2000.

### TITLE AND LEGAL PROVISIONS (Article 1)

The name of the organization is the International Electrotechnical Commission, hereinafter referred to as "the Commission".  
The abbreviated title is "IEC".

The organization is constituted as a corporate association with legal entity in accordance with Articles 60 *et seq.* of the Swiss Civil Code.

Questions which are not provided for in the present Statutes shall be subject to the laws of the country in which the Commission has its seat.

### OBJECT (Article 2)

The object of the Commission is to promote international co-operation on all questions of standardization and related matters, such as the verification of conformity to standards in the fields of electricity, electronics and related technologies, and thus to promote international understanding. This object, *inter alia*, is achieved by issuing publications, including International Standards.

### TITLE AND LEGAL PROVISIONS (Clause 1)

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### OBJECT (Clause 2)

The Commission may co-operate with other international organizations interested in the matters under consideration. The conditions of co-operation and division of responsibilities and spheres of activity with the International Organization for Standardization (ISO) and the International Telecommunication Union (ITU) are governed by agreements.

\*) This Resolution reads as follows:

***"That steps should be taken to secure the co-operation of the technical Societies of the world by the appointment of a representative Commission to consider the question of the standardization of the Nomenclature and Ratings of Electrical Apparatus and Machinery."***

## STATUTES

### SEAT OF THE COMMISSION (Article 3)

The seat of the Commission shall be determined by the Council. At the time of issue of these Statutes and Rules of Procedure, the seat of the Commission is in Geneva, Switzerland.

### MEMBERSHIP (Article 4)

Any country desiring to participate in the work of the Commission shall form an Electrotechnical Committee for its own country; upon admission, this Committee is called the National Committee \*).

There shall be only one National Committee for each country.

Only the National Committees of those countries officially recognized by the United Nations Organization (UNO) may become members of the Commission.

A National Committee shall be fully representative of national interests in the fields of activity of the Commission. Members of the Commission shall be those National Committees which have agreed to abide by the Statutes and the Rules of Procedure.

Members undertake:

- a) to promote the object of the Commission,
- b) to support the Commission's work, and
- c) to implement, in a transparent way, to the maximum extent possible, the Commission's International Standards, in their national and regional standards.

Depending on the level of its economic activity, evaluated on the basis of criteria defined in the Rules of Procedure, a National Committee may be admitted either as a Full Member or as an Associate Member.

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\*) Note: Any country desiring to do so may use any other appropriate designation.

## RULES OF PROCEDURE

### SEAT OF THE COMMISSION (Clause 3)

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### MEMBERSHIP (Clause 4)

Any National Committee constituted in accordance with Article 4 of the Statutes, desiring to become a member of the Commission, shall send a written application to the Central Office for submission to the Full Member National Committees for voting in accordance with Clause 7.2 of the Rules of Procedure, Procedure 1.

This application shall state the intention of the new member to abide by the Statutes and Rules of Procedure and demonstrate that the National Committee is constituted in accordance with the provisions of Article 4.

Any country may apply for Full Membership, irrespective of its economic situation, provided it undertakes to pay the corresponding dues.

A country may apply for Associate Membership in order to pay reduced dues if its percentage of dues calculated in accordance with the method approved by Council (i.e. based on its Gross National Product, Population and Electricity Consumption) is lower than 85% of the minimum percentage of dues currently paid by Group C Full Member National Committees.

If, after any period of time, an Associate Member's percentage of dues, calculated according to the above method, reaches the level of 85% of the minimum percentage paid by a Group C Full Member National Committee, this Associate Member shall automatically acquire the status of a Full Member, without Council having to vote again on its admission.

An Associate Member meeting the above criterion which declines its promotion to Full Membership shall lose its status of member of the Commission at any level.

Admission of a new Full Member or Associate Member shall take place by means of a vote of Council (Procedure 1, Clause 7.2).

## STATUTES

It is the right of all Full Member National Committees to participate in all the technical activities of the Commission.

Each Full Member National Committee shall have one vote in all bodies of the Commission.

Associate Member National Committees shall have the right to take part in the Commission's activities in accordance with the provisions set for this purpose in Clauses 7.1, 10.3 and 11.4 of the Rules of Procedure. They shall have no voting rights, except in specific technical committees/technical matters, in accordance with Clause 11.4 of the *Rules of Procedure*. Their representatives cannot be elected to any official position in the Commission.

## RULES OF PROCEDURE

There is no limitation to the duration of the status of Associate Member, further than the above mentioned economic limitation.

The National Committee of an applicant country whose economic conditions qualify it for Full Membership is not allowed to apply for Associate Membership.

A National Committee with or having had Full Membership status, even if suspended or withdrawn, is not allowed to apply for Associate Membership.

Each National Committee shall undertake to pay its annual dues during a minimum period of two years and shall give at least one calendar year's notice, taking effect on 1<sup>st</sup> January of the following year, if it desires to withdraw from membership of the Commission.

Any National Committee whose dues for the two preceding years have not been fully paid will have its membership suspended for a period which shall not exceed five years, after which it shall be considered as having withdrawn from membership.

While suspended, a Full Member National Committee shall not be entitled to hold a seat or to be represented on any body of the Commission, or to exercise its vote. Suspended members shall not have access to the Commission's document servers and shall not receive publications free of charge.

A suspended National Committee shall be automatically re-instated to its previous status following the completion of the payment of its dues for the last two years before suspension and payment of the current dues for the year of re-admission.

A National Committee having withdrawn from Full or Associate Membership can be re-admitted only by following the application procedure for new membership. Its previous debts on account of dues shall then be considered void and shall be written off from the Commission's accounts by the Auditors.

## STATUTES

## RULES OF PROCEDURE

### AUTHORITY (Article 5)

A decision by vote of the Council, or the Council Board where decisions are delegated to it by the Council, at a meeting or by correspondence, shall constitute the decision of the Commission.

### AUTHORITY (Clause 5)

(Blank)

### ORGANIZATION OF THE COMMISSION (Article 6)

The Commission comprises its member National Committees, together with managerial, executive and advisory bodies and Officers (Articles 7 to 18).

### ORGANIZATION OF THE COMMISSION (Clause 6)

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The Officers of the Commission shall consist of a President, a Deputy President (i.e. the Immediate Past President or the President Elect), Vice-Presidents, a Treasurer and a General Secretary.

The Officers may take part in any meeting of the Commission, *ex officio*, but without vote, except for the President (see Article 14, indent c)).

The Council may set up other bodies or elect other Officers as the need arises, in order to achieve the object of the Commission.

### COUNCIL (Article 7)

### COUNCIL (Clause 7)

The Commission is governed by the Council (General Assembly).

The Council shall consist of:

- a) the President of the Commission;
- b) the Presidents of all the Full Member National Committees;
- c) the Deputy President (Immediate Past President or President Elect);
- d) the Vice-Presidents of the Commission;
- e) the Past Presidents of the Commission;
- f) the Treasurer;
- g) the General Secretary, *ex officio*;
- h) the Council Board members.

### 7.1 Meetings

Dates and places of Council meetings shall be determined by the Council, either at a meeting or by correspondence.

The Council shall meet at least once a year, but a meeting may be called in the interval at the request of the President or of one fifth of the total number of Presidents of Full Member National Committees.

Notice of the meeting shall be circulated by the Central Office to all National Committees not less than four months prior to the meeting. The President may, upon written request of a National Committee received at least two months before the meeting, or at his own discretion, invite observers.

## STATUTES

The Presidents of Associate Member National Committees are not members of the Council; they attend meetings as observers.

The responsibilities of the Council are listed in the **Appendix 2** to the Rules of Procedure.

## RULES OF PROCEDURE

The draft agenda and documents requiring decision at the meeting shall be circulated at least six weeks prior to the meeting. Other documents and comments shall be circulated at least one month before the meeting.

Documents which have not been circulated in accordance with the above, or any additional matter not on the agenda, may only be considered by the Council provided no member present raises objection.

Associate Member National Committees who wish to submit proposals to Council shall send them to the General Secretary two months, at least, before the meeting. During the meeting, the General Secretary shall introduce such proposals for consideration.

The President may invite the representatives of Associate Members to take part in the discussion of their proposals.

The presence of half the Council members at a meeting shall constitute a quorum.

A Council member may be accompanied by not more than three advisors, unless the delegation comprises a Council Board member, in which case the total delegation may be increased to five persons.

A Council Board member may sit with his national delegation.

A recording of the Council meetings shall be kept by the Central Office and a report of the meeting shall be sent to all National Committees.

### 7.2 Voting

Council may use two different procedures for taking decisions.

Procedure 1 applies to acceptance of new members (Clause 4).

#### Under Procedure 1:

The proposal to be put to the vote shall be circulated by the Central Office to all National Committees. Full Member National Committees shall be requested to reply to the Central Office within two months of the date of dispatch of the communication by the Central Office asking for the vote upon the proposal. They shall state whether or not they are in favour of the proposal which has been submitted to them.



## STATUTES

## RULES OF PROCEDURE

The proposal is adopted unless one-fifth or more of the Council members have cast a negative vote.

Procedure 2 applies to all Council decisions, except those covered by Procedure 1, Article 22: "Amendments to the Statutes" and Article 23: "Dissolution of the Commission".

### Under Procedure 2:

- at a meeting of the Council, a proposal is adopted by virtue of a simple majority of those Full Member National Committees present and voting.

Only the Presidents of Full Member National Committees, who may be represented by a designated alternate, have the right to vote.

Voting by proxy shall not be permitted. Abstention, while permitted, is not considered as voting when votes are counted.

- by correspondence, with a voting period of two months, the proposal is adopted by virtue of a simple majority of those votes received by the Central Office from Full Member National Committees.

A limit date for the receipt of votes, in accordance with the Statutes, shall be indicated on the ballot paper which shall be sent by the Central Office by such means as to ensure its reception by the Full Member National Committees within one week of dispatch.

The President shall normally not vote, but if the votes are equally divided, the President shall cast the deciding vote.

### COUNCIL BOARD (Article 8)

The Council delegates the management of all the Commission's work to the Council Board which shall have the authority and responsibility for the specific tasks listed in Appendix 2 to the Rules of Procedure.

Specific management responsibilities in the spheres of standards and conformity assessment are delegated to the Standardization Management Board and the Conformity Assessment Board, respectively.

### COUNCIL BOARD (Clause 8)

#### 8.1 Membership

The elected members of the Council Board shall comprise:

- one from each National Committee of financial Group A; (see Clause 19)
- ten from all other Full Member National Committees.

## STATUTES

The Council Board shall consist of:

- the President of the Commission (without vote);
- the Deputy President (without vote);
- the Vice-Presidents (without vote);
- the Treasurer (without vote);
- the General Secretary (*ex officio*, without vote), and
- individual members from Full Member National Committees, elected by Council. (see Rules of Procedure, Clause 8).

All decisions of the Council Board shall be reported to Council.

## RULES OF PROCEDURE

Elected members shall serve for three years, one third being elected every year. They shall be eligible for immediate re-election for one further term of office.

Council Board members shall work for the good of the whole Commission and its constituency. They shall be elected on the basis of their personal qualifications, and shall therefore have no alternates.

### 8.2 Election procedure

Six months before the Council meeting preceding the end of the term of Council Board individual members, the Central Office shall invite all Full Member National Committees to nominate, within two months, those Full Member National Committees that they wish to see propose candidates.

The Central Office shall ask each National Committee nominated if it wishes to propose a candidate for election and, if so, to submit his name and qualifications. As a rule, each National Committee of financial Group A shall nominate a candidate.

The list of National Committees accepting, together with the names and qualifications of their candidates, shall be circulated by the Central Office to all National Committees without stating the names of the proposers, together with any other relevant information.

Voting shall take place by secret ballot at the next meeting of the Council.

Change of any elected individual member shall require approval by Council. Such approval shall be assumed to be given subject to no objection being received in response to the circulation of the qualifications of the replacement.

The newly elected individual members shall start their terms of office on 1<sup>st</sup> January of the year following their election.

## STATUTES

## RULES OF PROCEDURE

### 8.3 Meetings

The presence of eight voting members shall constitute a quorum.

The Council Board shall meet as often as necessary but at least twice a year, by invitation of the President.

The draft agenda and the documents requiring a decision at the meeting shall be circulated at least one month prior to the meeting.

A recording of all meetings shall be kept by the Central Office and a report of the meetings sent to Council Board members.

### 8.4 Voting

At a meeting or by correspondence, decisions shall be adopted by two-thirds (2/3) majority of those voting, unless fewer than eight of the members vote, in which case the decision shall be deferred to the next meeting.

Abstention is not considered as voting.

Voting by written authorized proxy shall be allowed.

Routine decisions shall be taken by electronic communication.

### EXECUTIVE COMMITTEE (Article 9)

The Executive Committee (ExCo) shall implement the decisions of the Council and Council Board and prepare the agendas and documents for the Council Board; it shall supervise the operation of the Central Office and communication with National Committees.

The Executive Committee shall consist of:

- the President of the Commission;
- the Deputy President;
- the Vice-Presidents;
- the Treasurer;
- the General Secretary, *ex officio*.

The Executive Committee shall report to the Council Board.

### EXECUTIVE COMMITTEE (Clause 9)

The Executive Committee (ExCo) shall meet or hold a virtual conference by invitation of the President at least four times a year.

## STATUTES

### STANDARDIZATION MANAGEMENT BOARD (Article 10)

The Council, through the Council Board, delegates to the Standardization Management Board (SMB) the management of the standards work of the Commission.

The SMB shall take any action it considers necessary to ensure the proper and expeditious operation of the standards work. (See Appendix 2 to the Rules of Procedure)

The SMB shall consist of:

- a Chairman (without vote);
- fifteen members (and their alternates) elected by the Council in accordance with the provisions of Clause 10, paragraphs a) and b) of the Rules of Procedure;
- the General Secretary (*ex officio*, without vote).

The Chairman shall be elected by Council for a term of office of three years, in accordance with the provisions of Clause 15 of the Rules of Procedure. He shall be eligible for immediate re-election for one further term of office.

For the duration of his term of office, the Chairman shall be a Vice-President of the Commission.

The SMB shall report all its decisions to the Council Board.

## RULES OF PROCEDURE

### STANDARDIZATION MANAGEMENT BOARD (Clause 10)

#### 10.1 Membership

The rules applicable to the membership of the Standardization Management Board (SMB) shall be as follows:

- a) Six members (and their alternates) shall be appointed by the Council upon nomination by those six National Committees paying the highest percentages of dues, combined with the highest percentages of technical committee and subcommittee (TC/SC) secretariats held (See Appendix 1 to the Rules of Procedure for precise formula).
- b) Nine members (and their alternates) shall be elected by Council upon nomination by all Full Member National Committees, account being taken of their personal qualifications, a balanced geographical distribution, and the number of TC/SC secretariats held by their respective National Committees.

The members as per a) above (and their alternates) shall have their terms of office automatically re-confirmed after three years, upon verification that the National Committees to which they belong still meet the criteria mentioned under a) above.

Such members (and their alternates) shall not serve more than two successive terms in either capacity or both. Should the National Committees to which they belong still meet the relevant criteria at the expiry of their second term, these National Committees shall nominate new members (and alternates) for endorsement by Council.

The members as per b) above (and their alternates) shall be elected for a period of three years, one third (1/3) being elected every year. They are eligible for immediate re-election for one further term of office.

The terms of the elected members (and alternates) shall take effect from 1st January of the year following their appointment or election.

A National Committee may only change the member (or alternate) it has nominated, during his term of office, with the approval of the Council Board.

RULES OF PROCEDURE

10.2 Election procedure

Six months before the election of the SMB members, the Central Office shall invite all Full Member National Committees to nominate, within two months, those candidates that they wish to see stand for election.

The Central Office shall then ask each National Committee from which a candidate has been nominated if it wishes to be represented on the SMB and, if so, the qualifications of the candidate as well as the name and qualifications of the candidate for alternate.

The names and qualifications of the candidates having accepted to stand for election, shall be circulated by the Central Office to all Full Member National Committees, together with any other relevant information, without stating the names of the proposers.

Voting shall take place by secret ballot at the meeting of the Council preceding the end of the term of the retiring SMB members.

10.3 Meetings

The presence of eight SMB voting members shall constitute a quorum.

The SMB shall normally meet at least three times a year, once in conjunction with a Council meeting, but a meeting may also be called at the request of the Chairman or one third of its elected members.

The draft agenda shall be circulated by the Central Office to SMB members and their alternates and to all National Committees at least one month prior to the meeting.

Documents requiring a decision at the meeting shall be circulated to SMB members and alternates and to SMB member National Committees at least six weeks prior to the meeting.

Documents which have not been circulated in accordance with the above, or any additional matter not on the agenda may only be considered by the SMB provided no member present raises objection.

## STATUTES

## RULES OF PROCEDURE

Only the SMB members or their alternates (and one expert who may be the alternate) shall be authorized to attend the meetings. However, the Chairman, in consultation with the General Secretary, may invite individuals for specific items where their contribution is deemed relevant.

If, for any reason, neither a member nor his alternate is able to attend a particular meeting, a replacement shall be designated by the National Committee concerned, subject to approval by the other members of the SMB.

Two pre-notified persons from each National Committee shall be allowed to attend, as observers, the SMB meetings held in conjunction with Council meetings.

Associate Member National Committees who wish to submit proposals to the SMB or its advisory committees, shall send them to the General Secretary two months, at least, before the meeting. During the meeting, after consultation with the Chairman, the General Secretary may introduce such proposals for consideration.

The Chairman may invite the representatives of Associate Member National Committees to take part in the discussion of their proposals.

A recording of the meetings of the SMB shall be kept by the Central Office and the unconfirmed report of the meeting shall be submitted to SMB members for comment within one month of circulation.

Any comments received shall be dealt with by the SMB Chairman and the Central Office. In the absence of comments or after dealing with the comments received, the report shall be considered as confirmed and shall be circulated to all National Committees for information.

### 10.4 Voting

Only the fifteen elected members of the SMB, who may be represented by their alternate, have the right to vote.

## STATUTES

## RULES OF PROCEDURE

At a meeting or by correspondence, decisions shall be adopted by two-thirds (2/3) majority of those members voting, unless fewer than eight of them vote, in which case the decision shall be deferred to the next meeting.

Abstention is not considered as voting.  
Voting by proxy shall not be permitted.

Those decisions which are deemed to have essential influence on the finances or policies of the Commission shall be submitted to the Council for confirmation.

### TECHNICAL COMMITTEES AND SUBCOMMITTEES (Article 11)

The standards work of the Commission shall be carried out through technical committees and subcommittees, composed of representatives of the Full Member National Committees, each dealing with a particular subject.

Technical committees are created or disbanded by the Standardization Management Board. They may delegate part of their scopes to subcommittees, in accordance with the Directives.

Each technical committee shall have a chairman and a secretariat, both appointed by the SMB amongst representatives of Full Member National Committees.

### TECHNICAL COMMITTEES AND SUBCOMMITTEES (Clause 11)

#### 11.1 Tasks and responsibilities

The primary duty of a technical committee or subcommittee is the development and systematic maintenance of the International Standards.

Technical committees and subcommittees shall carry out their work in accordance with the Directives.

A National Committee accepting the secretariat of a technical committee or subcommittee shall be responsible for ensuring that the work is proceeded with actively and shall do its utmost to bring the work to an early satisfactory conclusion.

#### 11.2 Setting up of a Technical Committee

The Standardization Management Board shall create a technical committee if the following conditions are fulfilled:

- a) it is proposed in accordance with the Directives;
- b) all Full Member National Committees have been consulted by the Central Office;
- c) a two-third majority of Full Member National Committees having voted approves the proposal;
- d) at least five Full Member National Committees have expressed their intention to participate actively;
- e) the scope has been clearly defined.

## STATUTES

## RULES OF PROCEDURE

### 11.3 Scope

The scope of a technical committee may be altered or added to only with the approval of the SMB.

### 11.4 Participation

Full Member National Committees have the right to take part in the activities of all technical committees and subcommittees as P- or as O-members.

All Associate Member National Committees have the right to access the documents of all technical committees and subcommittees and to submit comments thereon.

On request to the General Secretary, Associate Members may participate as P- members, as defined in the *ISO/IEC Directives - Part 1*, in the work of a maximum of four pre-notified, already established technical committees and/or subcommittees. Any request for a change in the choice of technical committee(s) and/or subcommittee(s) must be submitted to the General Secretary for approval by the Executive Committee.

### CONFORMITY ASSESSMENT BOARD (Article 12)

The Council, through the Council Board, delegates to the Conformity Assessment Board the overall management of the conformity assessment activities of the Commission.

The Conformity Assessment Board shall take any action it considers necessary to promote and facilitate the operation of the Commission's conformity assessment activities. (See Appendix 2 to the Rules of Procedure).

In this respect, within the limits defined by the Council Board, participation in the IEC conformity assessment schemes shall be open to non-IEC member countries.

### CONFORMITY ASSESSMENT BOARD (Clause 12)

#### 12.1 Membership

The twelve elected members of the Conformity Assessment Board (and their alternates) shall be elected by the Council upon nomination by all Full Member National Committees, account being taken of their personal qualifications, a balanced geographical distribution, and participation of their National Committees in conformity assessment activities.

Such persons shall be nominated on the basis of their broad experience in conformity assessment and on their ability to represent the views of the conformity assessment community, including its customers.



## STATUTES

The Conformity Assessment Board shall consist of:

- a Chairman (without vote);
- twelve individual members (and their alternates) elected in accordance with the provisions of Clause 12 of the Rules of Procedure;
- one representative (without vote) of each conformity assessment system and stand-alone scheme of the Commission;
- the Treasurer (*ex officio*, without vote);
- the General Secretary (*ex officio*, without vote).

The Chairman shall be appointed by the Council for a term of office of three years, in accordance with the provisions of Clause 15 of the Rules of Procedure. He shall be eligible for immediate re-appointment for one further term of office.

For the duration of his term of office, the Chairman shall be a Vice-President of the Commission.

The Conformity Assessment Board shall report all its decisions to the Council Board.

## RULES OF PROCEDURE

The twelve members shall be elected for a term of office of six years, one-third (1/3) being elected at the end of each period of two years. They are eligible for immediate re-election for one further term of office.

The terms of members (and their alternates) shall take effect from 1st January of the year following the election of their National Committee.

A National Committee may only change the member (or alternate) it has nominated, during his term of office, with approval of the Council Board.

### 12.2 Election procedure

Six months before the election of the Conformity Assessment Board (CAB) members, the Central Office shall invite all Full Member National Committees to propose, within two months, those Full Member National Committees that they desire to see nominate candidates for election.

The Central Office shall then ask each National Committee nominated if it wishes to be represented on the Conformity Assessment Board and, if so, the name and qualifications of the person (and the alternate) it would nominate.

The list of National Committees having accepted to propose candidates (and alternates), together with their names and qualifications, shall be circulated by the Central Office to all Full Member National Committees, without stating the names of the proposers.

Voting shall take place by secret ballot at the meeting of the Council preceding the end of the term of the retiring CAB members.

### 12.3 Meetings

The presence of half the voting CAB members shall constitute a quorum.

The Conformity Assessment Board shall meet at least once a year, but a meeting may be called in the interval at the request of the Chairman or one third of its elected members.

## STATUTES

### RULES OF PROCEDURE

The draft agenda shall be circulated by the Central Office to CAB members and their alternates and to all National Committees at least one month prior to the meeting.

Documents requiring a decision at the meeting shall be circulated to CAB members and alternates and the CAB member National Committees at least six weeks prior to the meeting.

Documents which have not been circulated in accordance with the above, or any additional matter not on the agenda, may only be considered by the Conformity Assessment Board provided no member present raises objection.

Only the CAB members or their alternates (and one expert, who may be the alternate) shall be authorized to attend the meetings. However, the Chairman may, in consultation with the General Secretary, invite individuals for specific items where their contribution is deemed relevant.

Two pre-notified persons from each National Committee shall be allowed to attend, as observers, the CAB meetings held in conjunction with Council meetings.

A recording of meetings of the CAB shall be kept by the Central Office. The unconfirmed report of the meeting shall be submitted to the CAB members for comment, within one month of circulation.

Any comments received shall be dealt with by the Chairman of the Conformity Assessment Board and the Central Office. In the absence of comments or after dealing with the comments received, the report shall be considered as confirmed and shall be circulated to all National Committees for information.

The Chairman, *ex officio*, may attend all meetings of the committees of the schemes, without vote.

He shall not act on behalf of any other categories of membership of the Conformity Assessment Board.

#### **12.4 Voting**

Only the twelve elected members of the Conformity Assessment Board, who may be represented by an alternate, have the right to vote.

## STATUTES

## RULES OF PROCEDURE

At a meeting or by correspondence, decisions shall be adopted by two-thirds (2/3) majority of those members voting, unless fewer than one half of the individual members vote, in which case the decision shall be deferred to the next meeting.

Abstention is not considered as voting.  
Voting by proxy shall not be permitted.

Those decisions which are deemed to have essential influence on the finances or policies of the Commission shall be submitted to the Council for confirmation.

### CONFORMITY ASSESSMENT SCHEMES (Article 13)

The conformity assessment work of the Commission is carried out by schemes, each having a different scope of activity. The schemes report to the CAB and are governed by management committees composed of representatives of Full Member National Committees, or bodies notified by Full Member National Committees, of participating countries. A non-IEC member country participating in a scheme may also be represented on the management committee.

The schemes are set up, modified or disbanded by the Conformity Assessment Board. The schemes may create and delegate responsibilities to bodies such as committees of testing laboratories and appeal boards in accordance with their basic rules, which are approved for each scheme by the Conformity Assessment Board.

Full Member National Committees are eligible to take part in the activities of all schemes. A non-IEC member may, with the concurrence of ExCo regarding general IEC policy and satisfying the specific requirements for membership of the applicable scheme, be admitted to the scheme.

The management committee of each scheme shall have at least a secretary, a chairman, and a treasurer. These officers are appointed by the Conformity Assessment Board based upon nomination by the schemes' management committee.

Each scheme shall be responsible for its own finances. Its budget and accounts shall be approved annually by the Conformity Assessment Board.

### CONFORMITY ASSESSMENT SCHEMES (Clause 13)

A scheme is formally established once its Basic Rules have been approved by the CAB. A scheme wishing to modify its Basic Rules shall submit the text of the proposed modification to the CAB and the modification is only implemented once approved by the CAB.

Each scheme shall develop its own Rules of Procedure consistent with its Basic Rules and shall operate in accordance therewith.

Each scheme shall notify its Rules of Procedure to the CAB.

## STATUTES

### PRESIDENT (Article 14)

The future President of the Commission shall be elected by a vote in accordance with the provisions of Clause 7.2, Procedure 2.

His election shall take place during the second year of the President's term. After a term of office of one year as President Elect, during which he acts as Deputy President, he shall become President.

The term of office of the President shall be for a single period of three years. On expiry of each President's term of office, the President Elect becomes President.

After the expiry of his term of office, the President, now Immediate Past President, shall retain his functions as an Officer and Deputy President for a single period of two years. After this period, he shall become a Past President.

Past Presidents shall be Council members for their lifetime and, in Council meetings, they shall be invited to sit with their national delegations.

The functions of the President are:

- a) to represent the Commission;
- b) to preside over Council, the Council Board, and the Executive Committee;
- c) to cast the deciding vote in Council (if necessary);
- d) to decide on matters referred to him by Council;
- e) to take action as need arises between meetings of Council, CB or ExCo.

The President may delegate parts of his functions to any other Officer.

The President may take part in all meetings but without vote, except as per item c) above.

In case of death, incapacity or resignation of the President, the Deputy President shall be the acting President.

## RULES OF PROCEDURE

### PRESIDENT (Clause 14)

Six months before the Council meeting of the second year of the President's term, the Central Office shall invite nominations from the Full Member National Committees to be submitted within two months, with a view to electing the future President of the Commission who will first serve as President Elect during one year.

Upon acceptance of the nominee(s) to stand for election, their name(s) and qualifications shall be circulated to all Full Member National Committees by the Central Office, without stating the names of the proposers.

If more than one candidate has been nominated, the voting shall be by secret ballot at the next meeting of the Council, in accordance with the provisions of Clause 7.2, Procedure 2.

In the case of death, incapacity or resignation of the President, during the first two years of his term, the Central Office shall immediately invite nominations to be submitted by Full Member National Committees within two months, for the election of a successor. Pending this election, the Immediate Past President shall be the acting President.

If the death, incapacity or resignation of the President occurs during the third year of his term of office, the President Elect shall immediately assume the presidency. However, his three-year term of office shall start on 1<sup>st</sup> January of the following year.

## STATUTES

### VICE-PRESIDENTS (Article 15)

The number of Vice-Presidents shall be decided by the Council. It shall not exceed three.

The Chairman of the Standardization Management Board and the Chairman of the Conformity Assessment Board are, *ex officio*, Vice-Presidents of the Commission for the duration of their terms of office.

Council may decide to elect a third Vice-President for specific and defined tasks.

Vice-Presidents shall be elected for three years. They shall be eligible for immediate re-election for one further term of office.

## RULES OF PROCEDURE

### VICE-PRESIDENTS (Clause 15)

Vice-Presidents of the Commission are, *ex officio*, members of the Council, the Council Board and the Executive Committee.

If requested, in addition to their functions as Chairman of the Standardization Management Board (SMB) or Conformity Assessment Board (CAB), or third Vice-President, if any, Vice-Presidents shall act on behalf of the President or assume any other functions as agreed upon among the Officers.

At least six months before the Council meeting preceding the end of the term of office of the Vice-President, Chairman of the SMB or Chairman of the CAB, the Central Office shall invite nominations from all Full Member National Committees to be submitted within two months.

The names and qualifications of the nominees shall be circulated by the Central Office to all Full Member National Committees, without stating the names of the proposers.

Concerning the Vice-President Chairman of the SMB, there shall be a vote by secret ballot at the next Council meeting if more than one candidate has been nominated.

The latter shall take office on 1st January of the year following his election.

Concerning the Vice-President Chairman of the CAB, if more than one candidate has been nominated, the CAB shall elect its Chairman by secret ballot at its next meeting. The Council shall then endorse the appointment of the CAB Chairman and Vice-President.

The latter shall take office on 1st January of the year following the Council meeting at which his appointment has been endorsed.

If, for any reason, a Vice-President is not in a position to complete his term, a new Vice-President shall be elected without delay for the remaining part of the term and shall then be eligible for immediate re-election for a normal three-year term.

## STATUTES

### TREASURER (Article 16)

The Treasurer of the Commission shall be elected by a vote in accordance with the provisions of Clause 16 of the Rules of Procedure.

His term of office shall be three years and he shall be eligible for immediate re-election for one further term of office.

The functions of the Treasurer are :

- a) to guide the Commission on all financial matters;
- b) to submit to the Council for approval the budget based on indications supplied by the General Secretary;
- c) to present to the Council his observations on the audited annual financial report;
- d) to report to the Council Board on all other financial matters.

### GENERAL SECRETARY (Article 17)

The General Secretary is the Chief Executive Officer of the Commission. He shall be appointed by the Council and shall hold office at the discretion of the Council.

As such, he shall carry out the instructions of the Council and Council Board under the supervision of the Executive Committee, of which he is a member.

He shall direct the Central Office and is empowered to act as its legal representative and signatory.

The General Secretary may take part in all meetings but without vote.

### CENTRAL OFFICE (Article 18)

The Central Office shall be located at the seat of the Commission (See Article 3).

It shall comprise such staff as the Commission shall require and work under the direction of the General Secretary.

## RULES OF PROCEDURE

### TREASURER (Clause 16)

Six months before the Council meeting preceding the expiry of the term of office of the Treasurer, the Central Office shall invite nominations from all Full Member National Committees to be submitted within two months.

Upon acceptance of the nominees to stand for election, their names and qualifications shall be circulated by the Central Office to all Full Member National Committees without stating the names of the proposers.

If more than one candidate has been nominated, the voting shall be by secret ballot at the next meeting of the Council.

In case of death, incapacity or resignation of the Treasurer, the President shall immediately appoint another Officer as acting Treasurer pending the election of a successor.

### GENERAL SECRETARY (Clause 17)

The General Secretary shall act as a signatory of the Commission for non-financial engagements.

For financial engagements, he shall act as a joint signatory as defined in Clause 19.

### CENTRAL OFFICE (Clause 18)

(Blank)

## STATUTES

### FINANCE (Article 19)

The Commission shall derive its income from annual dues paid by its National Committees, determined in accordance with the provisions of Clause 19, from the sales of Publications, and from any other sources as approved by the Council.

The debts and liabilities of the Commission are guaranteed solely and exclusively by the assets of the Commission. The financial responsibility of individual National Committees, in respect of such debts and liabilities, shall not exceed their respective obligations for annual dues.

## RULES OF PROCEDURE

### FINANCE (Clause 19)

The financial year of the Commission shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

Each year, the Council shall determine the budget, including the annual dues of the National Committees for the ensuing year. This budget shall be communicated to all National Committees not later than 1<sup>st</sup> November.

Each year, not later than 1st April, the General Secretary shall send to all National Committees the accounts of the Commission for the preceding year, duly verified by a professional auditor and signed by the President and the Treasurer.

The dues of a National Committee shall, as a rule, be remitted in their entirety to the Central Office in the first six months of each year. However, should they so desire, National Committees may send their dues in two equal instalments made respectively during the first and third quarters of the year.

National Committees in arrears with the payment of their dues shall pay interest on the outstanding amount, in accordance with the decisions of the Council.

Full Member National Committees are divided into three Groups of contributors, as follows:

Group A: Those National Committees whose individual dues are equal to the maximum fixed percentage of the total dues;

Group C: Those National Committees whose individual dues are equal to the minimum fixed percentage of the total dues;

Group B: Those National Committees whose individual dues fall between the maximum and the minimum percentages of the total dues.

Associate Member National Committees are not classified in the above Groups.

## STATUTES

## RULES OF PROCEDURE

A National Committee must remain within a Group for at least two consecutive years before it changes its Group or Associate status, despite changes to the national economy which qualify the National Committee to change its Group or status.

The Commission shall pay the subsistence and transportation expenses related to their functions of only the President, the Deputy President and the Treasurer.

Cheques or orders for the payment of the Commission's expenditure must be signed by any two of the General Secretary, the President, the Deputy President, the Treasurer, and a member of the Central Office staff who has been so authorized by the Executive Committee.

### LANGUAGES (Article 20)

The official languages of the Commission are English, French and Russian, but the administrative language of the Commission shall be English.

### LANGUAGES (Clause 20)

The three official languages of the Commission, English, French and Russian, may be used by the delegates at meetings.

The working language of the Council, Council Board, Standardization Management Board and Conformity Assessment Board shall be English.

All administrative communications shall be in English only.

International Standards shall be published by the Commission in English, French and Russian.

The Russian edition will be prepared on behalf of the Central Office by the Russian National Committee, which will supply the Central Office, free of charge, with the agreed number of paper copies or an electronic version.

Translations of the Commission's standards into languages other than the above may be prepared by National Committees of the countries in which these languages are officially in use.

In such cases, the National Committees undertaking the translation shall obtain permission from the General Secretary to do so, and send to the Central Office a copy of the translation accompanied by a note certifying the accuracy of the translation and stating from which official version, or versions, the translation has been made.



## STATUTES

## RULES OF PROCEDURE

The documents or publications containing such translations shall include a statement that they have been made with the permission of the Commission.

The Central Office may publish translations of the Commission's publications into languages other than the official languages, subject to approval by the Council Board.

The documents and correspondence relating to the work of the technical committees, subcommittees and project teams, as well as minutes and final drafts, shall be prepared in accordance with the Directives.

### PUBLICATIONS AND DOCUMENTS OF THE COMMISSION, AND RIGHTS OF REPRODUCTION (Article 21)

The Commission may issue any publication or document that the Council or its delegated management bodies, consider(s) useful to achieve the object of the Commission.

For the standards work, publications and/or documents shall be issued in accordance with the Directives.

Member National Committees shall receive printed or electronic versions of documents and publications and all other communications of the Commission, free of charge, in accordance with rules decided by the Council Board.

### STATUTES AND RULES OF PROCEDURE (Article 22)

These Statutes are implemented by means of the associated Rules of Procedure, which are maintained consistent with the Statutes.

Proposed amendments to the Statutes and to the Rules of Procedure shall be dealt with by the Council.

### PUBLICATIONS AND DOCUMENTS OF THE COMMISSION, AND RIGHTS OF REPRODUCTION (Clause 21)

When issued, International Standards of the Commission shall be preceded by a foreword containing the information specified by the Directives.

The rights of the National Committees to publish in their own countries, for general circulation, the documents and publications of the Commission, shall be subject to such conditions as the Council Board may impose.

The National Committees shall endeavour to prevent unauthorized reproduction or distribution, in their own countries, of any of the Commission's publications.

### STATUTES AND RULES OF PROCEDURE (Clause 22)

## STATUTES

### Amendments to the Statutes

Proposed amendments to the Statutes shall be communicated in writing to the Central Office, which shall send copies to all National Committees at least two months prior to the meeting of the Council at which the proposed amendments will be considered.

If approved by the Council, as originally proposed or modified at the meeting, the text shall be sent to Full Member National Committees for approval by correspondence.

Proposed amendments to the Statutes are adopted unless one-fifth or more of the Council members have cast a negative vote.

The Central Office shall report to all National Committees the results of the voting and shall issue an updated version of the Statutes without delay.

### **DISSOLUTION OF THE COMMISSION (Article 23)**

A proposal for the dissolution of the Commission shall be supported by at least one quarter of the Full Member National Committees before a decision is put to the vote. The decision shall be taken by means of a vote by correspondence to reply within three months of the date of dispatch of the proposal.

The dissolution of the Commission shall be pronounced if at least four fifths of the total number of Full Member National Committees have supported the proposal.

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## RULES OF PROCEDURE

### Amendments to the Rules of Procedure

Proposed amendments to the Rules of Procedure shall be communicated in writing to the Central Office, which shall send copies to all National Committees at least two months prior to the meeting of the Council at which the proposed amendments will be considered.

Either considered during a Council meeting or by correspondence, amendments to the Rules of Procedure shall be voted upon by Full Member National Committees in accordance with Procedure 2 of Clause 7.2 of the Rules of Procedure.

The Central Office shall report to all National Committees the results of the voting and shall issue an updated edition of the Rules of Procedure without delay.

### **DISSOLUTION OF THE COMMISSION (Clause 23)**

In the event of the dissolution of the Commission, the Executive Committee (ExCo) shall dispose of the assets of the Commission, in accordance with the decisions of the Council.

**APPENDIX 1**  
**to the Rules of Procedure**

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**Method for the determination of those six Standardization Management Board (SMB) members referred to as "Automatically Appointed Members"**

The criteria used to determine the six National Committees entitled to nominate those members of the Standardization Management Board referred to as "automatically appointed members" are the following:

a) the percentage of dues paid by the National Committee in relation to the total amount of IEC dues (percentage D),

and

b) the percentage of TC/SC secretariats held by the National Committee in relation to the total number of technical committee and subcommittee secretariats existing in the IEC (percentage S).

Those six National Committees with the highest combined percentages (D+S) weighted equally, are each entitled to nominate an "automatically appointed" individual member of the Standardization Management Board.

In case of equal combined percentages between two National Committees, preference shall be given to the one holding the highest percentage of secretariats.

The fulfilment of these criteria is checked by the Central Office at the end of every third year.

In the occurrence of the replacement of a National Committee entitled to nominate an "automatically appointed member" by another one, resulting from a change in the respective combined percentages held, the appointment of the new individual member will require endorsement by Council.

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## APPENDIX 2 to the Rules of Procedure

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### INTRODUCTION

In accordance with the Statutes and Rules of Procedure, the Council defines its relation to the Council Board, the Standardization Management Board and the Conformity Assessment Board as follows, doubtful cases being left to the discretion of the President of the Commission.

### COUNCIL

Responsibility for the following functions is taken directly by the Council: setting the policy of the Commission, the long-term strategic and financial objectives, approving of accounts, annual budget, national dues and all other financial matters, election of the Officers of the Commission, election of Council Board, Standardization Management Board and Conformity Assessment Board Chairmen (the IEC President for the CB), election of the members of the aforementioned, acceptance of new IEC members, revision of the Statutes and Rules of Procedure, resolution of appeals from the Council Board, including those from the Standardization Management Board and the Conformity Assessment Board not resolved by the Council Board, and dissolution of the Commission. Council delegates its other responsibilities as follows:

COUNCIL BOARD (CB)	STANDARDIZATION MANAGEMENT BOARD (SMB)	CONFORMITY ASSESSMENT BOARD (CAB)
<p><i>The Council delegates to the Council Board the management of all IEC work and, in particular, the following :</i></p> <ol style="list-style-type: none"> <li>1. Implementing the policy of the Council;</li> <li>2. Making policy recommendations to the Council;</li> <li>3. Endorsing agendas for Council meetings and preparing relevant documents;</li> <li>4. Receiving and considering reports from the Standardization Management Board and the Conformity Assessment Board;</li> </ol>	<p><i>The Council delegates to the Standardization Management Board the management of the standards work, including the following tasks:</i></p> <ol style="list-style-type: none"> <li>1. Leadership, management and supervision of the standards work, including the approval of Directives and other rules thereon;</li> <li>2. Approval and review of titles, scopes and strategic policy statements of technical committees;</li> <li>3. Appointment of secretariats and chairmen of technical committees;</li> <li>4. Ensuring that the priorities for the technical work based on Sector Board, advisory committee and technical committee recommendations, are set;</li> </ol>	<p><i>The Council delegates to the Conformity Assessment Board the overall management of the conformity assessment activities, including the following tasks. However, the management of the operational work is the responsibility of each scheme.</i></p> <ol style="list-style-type: none"> <li>1. Setting of the conformity assessment policy of the Commission, in such a way as to serve the present and future needs of international trade in the most efficient manner;</li> <li>2. Promotion and maintenance of relations with international organizations on matters concerning conformity assessment, in particular with ISO;</li> <li>3. Setting up, modifying and disbanding of conformity assessment schemes of the Commission;</li> <li>4. Monitoring the operation of conformity assessment activities and initiation of any necessary action;</li> </ol>

COUNCIL BOARD (CB)	STANDARDIZATION MANAGEMENT BOARD (SMB)	CONFORMITY ASSESSMENT BOARD (CAB)
5. Setting up of advisory bodies as the need arises;	5. Supervising the timeliness of the work and taking the necessary corrective actions ;	5. Examination of the continued relevance of the IEC's conformity assessment activities in general, and of the individual schemes in particular;
6. Appointing chairmen and members of such advisory bodies;	6. Co-ordination of the work of the technical committees by assigning work to them while seeking advice from Sector Boards and advisory committees;	<p><i>To achieve the above, the Conformity Assessment Board will:</i></p> <p>6. Make recommendations to the Council for amending those provisions of the Statutes and Rules of Procedure relating to the Conformity Assessment Board;</p>
7. Receiving reports and considering proposals from such advisory bodies;	7. Continuous review of the optimum structures of technical committees, Sector Boards and advisory committees;	7. Approve the Basic Rules of the schemes;
8. Other operational decisions.	8. Allocation of standards work, setting up of new technical committees and restructuring or disbanding of existing technical committees;	8. Ensure that the rules and procedures of the schemes are consistent with the conformity assessment policy of the Commission;
	9. Reviewing the need for, and planning for, IEC work in new fields of technology;	9. Appoint the officers of the schemes, following nomination by the schemes;
	10. Setting up of task forces to advise the SMB on matters not covered by technical committees, or on improvement of the performance of the technical work;	10. Approve the annual accounts and budgets of the schemes;
	11. Consideration of matters raised by National Committees on technical questions submitted for approval to the National Committees under the relevant voting procedures and of any problems arising from the voting on technical documents;	11. Deal with appeals not resolved by the schemes;
	12. Preparation and revision of Directives and other rules for the standards work, in co-operation with ISO;	12. Consider any other general conformity assessment questions and special requests assigned by the President, the Council or the Council Board.

	<p><b>STANDARDIZATION MANAGEMENT BOARD (SMB)</b></p> <p>13. Study of the degree of implementation of IEC Standards by National Committees and used in international trade;</p> <p>14. Relations with other international organizations on specific technical subjects, in particular with ISO and ITU. Approval of recommendations from all joint advisory technical bodies or groups;</p> <p>15. Consideration of any other general standards questions and special requests assigned by the President, the Council or the Council Board.</p> <p><u>Note:</u> The term "technical committee" includes both IEC technical committees and joint technical committees set up with other international organizations.</p>	
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